

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AIR EDUCATION AND TRAINING COMMAND  
INSTRUCTION 36-2804**

**6 NOVEMBER 1998**

**Personnel**

**RECRUITING SERVICE INCENTIVE AWARDS  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes and implements the incentive awards program for AF Recruiting Service (AFRS). It is designed to motivate recruiting personnel, enhance individual and unit morale, and promote the accomplishment of the Recruiting Service mission. See **Attachment 1** for a glossary of references and supporting information used in this publication.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

A bar (|) in the left margin indicates revised material.

This revision ensures that group and squadron headquarters will appoint an awards program manager to monitor the issuance of trophies and other awards (paragraph **3.4.**); changes references of Health Professions (HP) recruiters and Officer Training School (OTS) recruiters to Officer Accessions (OA) recruiters; defines and limits the total number of awards at the banquet to 13 (paragraph **6.2.**); changes Company Grade Officer of the Year, SNCO of the Year, NCO of the Year, Airman of the Year, First Sergeant of the Year, Logistics NCO of the Year, Personnel NCO of the Year, Financial NCO of the Year, Information Systems NCO of the Year, Information Management NCO of the Year, Outstanding Public Affairs NCO of the Year, and Outstanding Broadcast NCO of the Year awards to calendar year awards (paragraph **6.5.**); deletes group achievement awards, Recruiting Service quality award, squadron missions accomplishment; adds the following awards: AFRS-level Flight Standard of Excellence, MEPS Standard of Excellence, Group-level Top Squadron Support Flight, Group-level Top Squadron Training Branch, Group- and Squadron-level CC's Achievement Award, Group- and Squadron-level CCU's Achievement Award,

Group- and Squadron-level CC's Significant Improvement Award, Squadron-level Top Flight Recruiter for each Flight (**Table A2.1.**); implements the use of AF Form 1206 in awards nominations (paragraph **A3.1.**); combines the awards of HP and OTS programs to the OA program; provides suggested sizes and types of award when locally procured (**Attachment 3**); and changes the criteria for OA recruiters to earn the Senior Recruiter Badge (**Attachment 5**).

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**1. Recruiting Badge.** The basic recruiting badge is awarded to those individuals who successfully complete the recruiter course. They wear the badge until their tour with AFRS is completed. Individuals assigned to Recruiting Service who hold other than Air Force specialty code (AFSC) 8R000 (for example, staff officers, support personnel, system administrators, etc.) also wear the basic recruiting badge during their tour of duty. Only individuals holding AFSC 8R000 will wear the master and senior badge.

**2. Responsibilities.** Commanders and supervisors must ensure all incentive awards programs are meaningful and cost-effective.

2.1. HQ AFRS/RSO is the office of primary responsibility for the overall direction and management of production incentive awards programs for personnel at all levels.

2.2. Recruiting groups monitor and review their incentive programs to ensure compliance with this instruction. Groups will help recruiting squadrons develop timely and cost-effective incentive programs that support mission requirements. Groups validate all production data. Groups also submit AFRS award nominations.

2.3. Recruiting squadrons monitor and review their incentive programs to ensure compliance with this instruction. Squadrons support and monitor flight incentive awards programs.

2.4. Production Analysis (HQ AFRS/RSOA) tracks HQ AFRS competition programs.

### **3. Funding and Accountability:**

3.1. Incentive programs must be closely managed to prevent excessive expenditures for awards. Make every effort to bulk-purchase awards through General Services Administration (GSA) suppliers. Do not use appropriated funds to purchase such items as going away and retirement plaques.

3.2. Incentive awards presented to recruiting personnel are identified in AFI 36-2805, *Special Trophies and Awards*. According to AFI 65-601, volume 1, *Budget Guidance and Procedures*, trophies, plaques, emblems, certificates, and similar items that are designed for display purposes fall into this category. The Comptroller General considers jackets, medals, rings, briefcases, belt buckles, etc., as *merchandise*; AFI 65-601 limits cost of *merchandise* to \$50 or less. These items must display an approved activity logo (such as, Air Force Recruiting Service). Upon presentation, an individual award becomes the personal property of the recipient.

3.3. The total budget for each squadron's fiscal year (FY) awards program must not exceed \$40 for each authorized person as of the first of the FY. (Example: 1 October, 100 authorized (military and civilian) personnel; 100 multiplied by \$40 equals \$4,000.) The total budget for each group's FY awards program must not exceed \$17 for each authorized person as of the first of the FY. (Example: 1 October, 14 authorized (military and civilian) personnel at group and 600 authorized (military and civilian) personnel from all squadrons within the group; total 614 multiplied by \$17 equals \$10,438.) Cost ceilings for individual awards are: annual - \$70; quarterly - \$50; and monthly - \$40. **NOTE:** Merchandise items listed in paragraph 3.2. must not exceed \$50. Track costs associated with enhancements (framing, engraving, and certificates) and include them as part of the individual awards limitation. Keep documentation of all expenditures.

3.4. Group and squadron commanders will appoint an awards program manager who will monitor the issuance of trophies and other awards. The awards program manager will devise and maintain a local inventory listing of all awards. The listing must show the starting balance, nomenclature of the award, manufacturer's part number, balance, recipient, and why the award was presented.

**4. Commander's Special Incentive Programs.** The Recruiting Service commander may initiate incentive programs throughout the year, as required, to support special needs of Recruiting Service.

**5. Eligibility.** Recruiting Service incentive awards are presented to only the very best in the command. When a recruiting squadron commander gives a recruiter a letter of reprimand or disciplinary action of a greater degree, the commander must make a written recommendation to the group commander on whether the recruiter should be eligible for any awards for that FY. Group commanders will make a determination and forward a copy to HQ AFRS/CVI for filing. If the recruiter is rendered ineligible for any AFRS award, the squadron commander will notify Investigations and Inquiries (HQ AFRS/CVI) by memorandum through the group commander. If a designated award winner is under investigation, the award will be withheld pending the results of the investigation.

**6. Authorized Annual Awards:**

6.1. To ensure standardization across Recruiting Service, [Attachment 2](#) lists the authorized annual awards for HQ AFRS, groups, and squadrons. Commanders will ensure the award matches the level of accomplishment.

6.2. Squadrons will limit the number of squadron-level awards issued at the annual banquet to the following 13: Top Flight Chief, Top Recruiter, Top Enlisted Programs Recruiter, Top Rookie Recruiter, Top Officer Accessions Recruiter, Top Enlisted Programs Flight, Top Support NCO (8R000), Top Support NCO (Non 8R000), Top Civilian, Spouse of the Year, CC's Achievement Award, CCU's Achievement Award, and CC's Significant Improvement Award. **NOTE:** The CC's and CCU's Achievement Awards are effort-based awards for any member or team of the squadron. The CC's Significant Improvement Award is also an effort-based award for issuance to only a flight chief or production recruiter. Each recruiting group and recruiting squadron will award one at their level.

6.3. Awards may be procured locally; however, comparative pricing through a central location may offer cost savings. See [Attachment 3](#) for suggested size and type of award. Awards will be presented in the following order: squadron awards, group awards, and AFRS awards. Senior and Master recruiting badges and Olympiad medals are considered AFRS-level awards. The Master Recruiting Badge will be the final award presented at the banquet.

6.4. The Top Flight Recruiter Awards for each flight, quarterly awards, and other various emphasis awards will be awarded at other appropriate opportunities during the annual training conference.

6.5. The following Recruiting Service awards are based on calendar year nominations with HQ AFRS/RSS as the OPR: Company Grade Officer of the Year, SNCO of the Year, NCO of the Year, Airman of the Year, First Sergeant of the Year, Logistics NCO of the Year, Personnel NCO of the Year, Financial NCO of the Year, Information Management NCO of the Year, Information Systems NCO of the Year, Outstanding Public Affairs NCO of the Year, and Outstanding Broadcast NCO of the Year.

**7. Presentation of Awards and Recognition.** Present awards no later than 90 days after the end of the competition period. The local commander is responsible for ensuring that award ceremonies convey the proper significance and prestige associated with awards covered by this instruction.

**8. Types of Awards.** Recruiting Service presents squadron and individual awards. [Attachment 4](#), [Attachment 5](#), and [Attachment 6](#) list the achievement awards, recognition programs, and criteria pertaining to the awards.

**9. Forms Prescribed.** AETC Forms 1323, **Senior Recruiter Badge Certificate**, and 1324, **Master Recruiter Badge Certificate**.

Peter U. Sutton, Brig General, USAF  
Director of Recruiting

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*

AFI 26-2805, *Special Trophies and Awards*

AFI 37-124, *The Information Collections and Reports Program; Controlling Internal, Public, and Air Force Information Collections*

AFI 37-132, *Privacy Act Program*

AFI 65-601, volume 1, *Budget Guidance and Procedures*

***Abbreviations and Acronyms***

**AFSC**—Air Force specialty code

**apps**—applications

**BSC**—Biomedical Science Corps

**EAD**—extended active duty

**FY**—fiscal year

**GSA**—General Services Administration

**HP**—Health Professions

**HPSP**—Health Professions Scholarship Program

**LNCO**—liaison noncommissioned officer

**MEPS**—military entrance processing station

**MSC**—Medical Service Corps

**NET RES**—net reservation

**NPS**—nonprior service

**OA**—officer accession

**OTS**—Officer Training School

**ROTC**—Reserve Officer Training Corps

## Attachment 2

## AUTHORIZED ANNUAL AWARDS

**A2.1. Annual Awards.** [Table A2.1.](#) lists annual awards authorized for issuance during the annual conference.

**Table A2.1. Authorized Annual Awards.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Category</b>	<b>Squadron</b>	<b>Group</b>	<b>HQ AFRS</b>
<b>1</b>	Top Recruiter	X	X	X
<b>2</b>	Top Enlisted Programs Recruiter	X	X	X
<b>3</b>	Top OA Programs Recruiter	X	X	X
<b>4</b>	Top Rookie Recruiter	X	X	X
<b>5</b>	Top Support NCO (8R000)	X	X	X
<b>6</b>	Top Support NCO (Non 8R000)	X	X	X
<b>7</b>	Top Civilian	X	X	X
<b>8</b>	Top Enlisted Programs Flight	X	X	X
<b>9</b>	Spouse of the Year	X	X	X
<b>10</b>	CC's Achievement Award	X	X	
<b>11</b>	CCU's Achievement Award	X	X	
<b>12</b>	CC's Significant Improvement Award	X	X	
<b>13</b>	Top Flight Chief	X		
<b>14</b>	Top Flight Recruiter for Each Flight (note 1)	X		
<b>15</b>	Top Training Branch		X	
<b>16</b>	Top Marketing Branch		X	
<b>17</b>	Top Squadron Operations Flight		X	
<b>18</b>	Top Squadron Support Flight		X	
<b>19</b>	Top NPS Flight Chief		X	X
<b>20</b>	Top OA Flight Chief		X	X
<b>21</b>	Top OA Flight		X	X
<b>22</b>	Top MEPS		X	X
<b>23</b>	Top Squadron Safety Award		X	X
<b>24</b>	Top Squadron Enlisted Programs		X	X
<b>25</b>	Top Squadron			X

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Category</b>	<b>Squadron</b>	<b>Group</b>	<b>HQ AFRS</b>
<b>26</b>	Most Improved Squadron			X
<b>27</b>	AFRS/CC Award of Excellence			X
<b>28</b>	Langley Spirit Award			X
<b>29</b>	Squadron Standard of Excellence Award			X
<b>30</b>	Flight Standard of Excellence Award			X
<b>31</b>	MEPS Standard of Excellence Award			X
<b>32</b>	BMT Attrition Award			X

**NOTE:**

1. Top Flight Recruiter for each flight will not be presented at the banquet.



## Attachment 3

## SUGGESTED AWARD TYPES AND NOMENCLATURES

**A3.1. Award Types.** The following is a list of the suggested award categories:

<b>Award Category</b>	<b>Sample ID Number</b>
Top Flight Chief	3922, 6922A, 21922
Top Recruiter	18921 (w/gold badge; plate denotes Top Recruiter of the Year; same award nationwide)
Top Rookie	18922C (w/silver badge; plate denotes Rookie Recruiter of the Year; same award nationwide)
Top Enlisted Programs Recruiter	21922A, Watch
Top Officer Accessions Recruiter	32924, 19922
Top Support NCO (Non 8R000)	16921, 43924, Watch
Top Support NCO (8R000)	16927, 16921, 43924
Top Civilian and Top Spouse of the Year	21922A, 19922
Top Enlisted Programs Flight	22921, 16921 (flight supervisors); 6927 (flight members)
CC's and CCU's Achievement	Selected at the discretion of the CC and CCU Awards
CC's Significant Improvement Award	Selected at the discretion of the CC

**NOTE:** The above listing refers to specific samples, ID numbers, etc., from the Midwest Trophies catalog. Contracting officials will determine what company receives the order (it may not be Midwest Trophies). Actual trophies and plaques procured may vary from these samples but will be standardized Recruiting Service-wide. The listing, ID numbers, nomenclature, and visual samples are meant to serve as a baseline for your input (the company may have changed the ID numbers). While specific styles may vary from company to company, use these samples to guide selections when the actual contract is awarded. Air Force procurement procedures will ensure no single awards company has a monopoly in providing the various annual awards. Squadrons will continue to procure quarterly awards and commander-specific annual awards through local procurement channels so multiple companies can continue to compete for a share of Recruiting Service's awards business.

**A3.2. AWARD NOMENCLATURES:**

<b>Description</b>	<b>Sample ID Number</b>
Walnut sunstone triangle (12")	3922B
12" triangle w/1" black acrylic base	5921
12" disc w/1" black acrylic base	6922A
12" x 15" oak laser area (boy looking in AFRO)	16921A
12" x 16" oak w/laser eagle	16927A

12" x 14" w/laser-etched walnut plaque	18921A
8" x 10" w/deep-etched plate	18922C
9" x 12" medallion plaque w/plate (RS seal ordered separately)	19922
12" x 15" scroll plaque	21922A
10" x 13" scroll plaque	21922B
14" x 16" photo holder w/acrylic protector and brass plate	22921
8" eagle w/black onyx marble base	32924
4 1/2" eagle on 2 1/2" base	43924
11" eagle w/4 1/2" base	43926
Recruiting Service wrist watch	NA
3" x 5" paperweight w/clock	6927

## Attachment 4

## SQUADRON ACHIEVEMENT AWARDS

**A4.1. Categories and Criteria.** [Table A4.1.](#) lists squadron award criteria pertaining to each award. Use AF Form 1206 for nominations (see sample form at [Attachment 7](#)). Awards requiring a nomination are identified. Nominations must arrive at HQ AFRS/RSOT as directed. A panel of HQ AFRS senior staff members review each nomination package recommending award winners to the Recruiting Service commander.

Table A4.1. Squadron Awards.

I T E M	A	B	C
	Category	Criteria	Award Element
1	Overall Top Squadron	Top squadron based upon AFRS/CC criteria.	Plaque
2	Most Improved Squadron (note 1)	The squadron improving the most during the FY. No specific criteria is established.	Plaque
3	Top Enlisted Programs	Squadron with the highest total points in NET RES and EAD. Must meet EAD and NET RES goals.	Plaque
4	AFRS Commander's Award of Excellence	Presented to the squadron which, in the AFRS/CC's opinion, has made significant contributions to the success of Recruiting Service.	Plaque
5	Top Military Entrance Processing Station (MEPS)	Presented to each assigned LNCO-based on HQ AFRS MEPS competition.	Plaque
6	Squadron Annual Standard of Excellence Award for Enlisted Programs	Achieves goal in NPS EAD, NPS NET RES, total ROTC applications, and minority ROTC applications. Additionally, NET RES production must equal 115 percent or higher.	Plaque
7	Flight Annual Standard of Excellence Award for OA Programs	Achieves goal in MC, Nurse overall, BSC, DC overall, HPSP MSC, and OTS overall.	Plaque

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Category</b>	<b>Criteria</b>	<b>Award Element</b>
<b>8</b>	Annual Standard of Excellence Award for MEPS	Achieves 64 percent in mechanical bookings, 9 percent in hard-to-sell, 3 percent in special test, 9 percent for 6-year contracts, and zero erroneous enlistments. Above percentages determined by final results of HQ AFRS MEPS competition. Mechanical bookings are determined by number of "mech qualified" applicants reserved a mechanical job. (note 2)	Plaque
<b>9</b>	Flight Annual Standard of Excellence Award for Enlisted Programs	Achieves goal in NPS NET RES and total ROTC applications. Additionally, NET RES production must equal 115 percent or higher.	Plaque
<b>10</b>	Top Squadron Safety Program (note 1)	Criteria for nomination are inspection and evaluation reports, mishaps and prevention initiatives, military and civilian mishap experiences, and GSA vehicle mishaps.	Plaque

**NOTES:**

1. Nomination required.
2. Definition of "mech qualified" may be found in HQ AFRS MEPS competition.

## Attachment 5

## INDIVIDUAL ACHIEVEMENT AWARDS

**A5.1. Categories and Criteria.** Table A5.1. lists individual achievement award categories and criteria pertaining to each award. Awards requiring a nomination are identified. Use AF Form 1206 for nominations (sample form at Attachment 7). Nominations must arrive at HQ AFRS/RSOT as directed by PROMIS message or other means of communication. A panel of HQ AFRS senior staff members review each nomination package recommending award winners to the Recruiting Service Commander.

Table A5.1. Individual Achievement Awards.

I T E M	A	B	C
	Category	Criteria	Award Element
1	Top NPS Flight Chief (note 1)	Awarded to the NPS flight chief who demonstrates effective management and leadership principles. The flight must achieve all assigned goals.	Plaque
2	Top OA Flight Chief (note 1)	Awarded to the OA flight chief who demonstrates effective management and leadership principles. The flight must achieve at least 100 percent in MC, Nurse overall, BSC, DC overall, MSC, HPSP, and OTS overall.	Plaque
3	Top Enlisted Programs Flight	Awarded to each member of the flight that achieves all assigned goals and has the highest NET RES production.	Plaque
4	Top Officer Accessions Flight	Awarded to each member of the flight that achieves the highest total of points in the AFRS competition program.	Plaque
5	Top Recruiter	Selected from winner of Top Enlisted and Top Officer Accessions Programs.	Plaque
6	Top Rookie Recruiter (note 1)	Achieves all assigned annual goals. Based on nominee's first 12 months of production. Nominee competes in the FY in which the 12th month concludes. (If eligible, wear of gold or senior badge authorized with "R" in place of number signifying "ROOKIE.")	Plaque
7	Top Enlisted Programs Recruiter	Achieves all assigned annual goals.	Plaque

I T E M	A	B	C
	Category	Criteria	Award Element
8	Top Officer Accessions Program Recruiter (note 1)	Achieves all annual assigned goals. (If a recruiter is part of a medical team and no individual goals were assigned, recruiter can only be nominated if team achieves 100 percent of all goaled programs.)	Plaque
9	Langley Spirit Award (note 1)	Presented in memory of Mr Bill Langley, founder of Operation Blue Suit. Awarded to the individual who embodies the spirit, enthusiasm, and determination to accomplish the mission.	Plaque
10	Top Support NCO (Non-8R000) (note 1)		Plaque
11	Top 8R000 Support NCO (note 1)		Plaque
12	Top Civilian (note 1)	Contributes to initiatives and activities that impact Recruiting Service and or Air Force mission.	Plaque
13	Spouse of the Year Award (note 1)		Plaque
14	Recruiting Service Olympiad	See paragraph <a href="#">A5.3.</a>	Gold, silver, or bronze medal
15	Senior and Master Recruiter Badge	See <a href="#">Attachment 6.</a>	Silver or gold badge with star.
16	Senior and Master Recruiter Ring	See <a href="#">Attachment 6.</a>	Silver or gold RS ring
17	Operation Blue Suit	See paragraph <a href="#">A5.4.</a>	Shadow box
18	BMT Attrition Award	The NPS recruiter and NPS flight in each squadron with the lowest BMT attrition for the FY must be across the board for the FY to compete.	Plaque

**NOTE:**

1. Nomination required.

**A5.2. Nomination Criteria:**

A5.2.1. A recruiter who moves from one production program to another during the FY may only be nominated for one award category. For example, you may nominate a recruiter who moves from NPS to OA for either Top NPS or Top OA, but not both.

A5.2.2. Commanders are authorized to nominate personnel who have not been in their position for the entire FY for individual achievement awards.

**A5.3. Recruiting Service Olympiad Award.** This award recognizes recruiters who extended active duty (EAD) 55 or more nonprior service (NPS) applicants on active duty during the FY. The group RSO validates and forwards a list of winners to HQ AFRS/RSOT no later than 5 work days after the end of the FY.

**A5.3.1. Awards.** This is a three-tiered program with bronze, silver, and gold olympic-type medals.

**A5.3.1.1. Bronze Medal.** This award recognizes recruiters who EAD 55 to 64 NPS applicants on active duty during the FY.

**A5.3.1.2. Silver Medal.** This award recognizes recruiters who EAD 65 to 79 NPS applicants on active duty during the FY.

**A5.3.1.3. Gold Medal.** To receive this award, recruiters must EAD 80 or more NPS applicants on active duty during the FY. (Recruiters who EAD 100 or more will have their name engraved on the "Century Club" plaque on permanent display in Recruiting Service headquarters.)

**A5.3.2. Eligibility Requirements:**

A5.3.2.1. The recruiter who initially books the reservation receives EAD credit.

A5.3.2.2. In cases where, because of extenuating circumstances, a reservation is booked for one recruiter in another recruiter's identification code, the group commander must approve the transfer.

**A5.4. Operation Blue Suit .** This is the Recruiting Service commander's special incentive program. The Recruiting Service commander will publish criteria pertaining to this program annually. Recruiting groups and squadrons are highly encouraged to develop Blue Suit-type incentive programs for special emphasis or to enhance annual awards programs.

## Attachment 6

### SENIOR AND MASTER RECRUITER BADGE PROGRAM

**A6.1. Recognition.** The award of Senior and Master Recruiter Badges recognizes enlisted recruiters and enlisted supervisors of production programs whose outstanding production has enhanced the mission of Recruiting Service. These badges are for specified achievement and those being considered will have no pending or substantiated integrity violations in the competition year being considered.

#### **A6.2. Senior Badge Criteria:**

**A6.2.1. All Production Recruiters.** A production recruiter must meet the following criteria to be eligible for the Senior Recruiter Badge:

A6.2.1.1. Achieve 100 percent in each assigned goal. Goals for production recruiters can be net reservations (NET RES), Reserve Officer Training Corps (ROTC) applications, minority ROTC applications, officer accessions (OA) Health Professions EADs (such as, MC, NC, NC Spec, BSC, DC, DC HPSP, MSC, HPSP), and OTS applications (such as, navigator, minority, technical, and critical technical).

A6.2.1.2. Any production recruiter who receives a NET RES goal must achieve 115 percent NET RES production. NPS recruiters who move from an NPS recruiting position to a nonproduction position are eligible for the Senior Recruiter Badge if they achieve 100 percent in all goaled programs, 115 percent NET RES, and complete at least 9 months on production in the FY.

A6.2.1.3. OA recruiters must achieve 100 percent in all goaled programs and 115 percent overall. OA recruiters who receive an annual goal and move from an OA recruiting position to a nonproduction position are eligible for the Senior Recruiter Badge if they achieve 100 percent in all goaled programs and 115 percent overall. No exceptions authorized.

A6.2.1.4. NPS recruiters on production for the full 12 months of the competition year are eligible. Recruiters on initial tour of duty are authorized award of the Senior Recruiter Badge, if otherwise eligible, when they complete 12 full months on goal. A recruiter reassigned from a nonproduction job to a production job may earn this badge after he or she has 12 full months back on the production job.

A6.2.1.5. Recruiters who change production programs, but remain a production recruiter for the 12 months of the competition year, are eligible for the Senior Recruiter Badge when they achieve 100 percent in all goaled programs and 115 percent in total overall production. (ROTC goals are not to be counted in total overall production when an NPS recruiter career progresses to OA recruiting. However, the NPS recruiter must be 100 percent in ROTC goals to be eligible for the Senior Recruiter Badge. Paragraph [A6.2.1.2.](#) applies.) If the recruiter does not receive an OA EAD goal, the recruiter must obtain at least 115 percent in application expectations.

A6.2.1.6. NPS recruiters who begin the fiscal year and move to a nonproduction position must complete at least 9 months as an NPS recruiter (paragraph [A6.2.1.2.](#) applies). If a recruiter begins the fiscal year as an OA recruiter and moves to a nonproduction position, paragraph [A6.2.1.3.](#) applies.

#### **A6.2.2. All Production Flight Chiefs:**



A6.2.2.1. NPS production flight chiefs must achieve 100 percent in all goaled programs and 115 percent in NET RES.

A6.2.2.2. Each badge-eligible flight recruiter must achieve 100 percent in all goaled programs.

A6.2.2.3. For OA production flight chiefs to be eligible for the silver badge, they must achieve:

A6.2.2.3.1. A minimum of 115 percent in total production.

A6.2.2.3.2. A minimum of 100 percent in the following programs: MC, nurse, BSC, DC, and overall OTS.

A6.2.2.3.3. A minimum of 100 percent in at least three of the following OTS programs: navigator, minority, technical, and critical technical.

A6.2.2.3.4. A minimum of 100 percent in at least three of the following programs: nurse spec, MSC, medical HPSP, and dental HPSP.

A6.2.2.4. Production flight chiefs must hold the position for the full 12 months of the competition year. A flight chief reassigned from a nonproduction job to a production job can earn the Senior Recruiter Badge for the first 12 months on production.

A6.2.2.5. If a production flight chief had more than one flight during the competition year, each flight must have met the criteria listed in paragraph [A6.2.2.4.](#) during the respective periods of supervision.

### **A6.2.3. Team Recruiting:**

A6.2.3.1. If the team recruiting concept is used for OA goaling, the team must achieve the following:

A6.2.3.1.1. A total production of 115 percent.

A6.2.3.1.2. A minimum of 100 percent in the following programs: MC, nurse, BSC, DC, and overall OTS.

A6.2.3.1.3. A minimum of 100 percent in at least three of the following OTS programs: navigator, minority, technical, and critical technical.

A6.2.3.1.4. A minimum of 100 percent in at least three of the following programs: nurse spec, MSC, medical HPSP, and dental HPSP.

A6.2.3.2. If the team achieves the criteria for the Senior Recruiter Badge, all members on the team for the entire FY receive the silver badge and are eligible for the Master Recruiter Badge. If the team fails to meet the criteria for the Senior Recruiter Badge, no one on the team is eligible for either badge. Any OA recruiter who began the fiscal year as an NPS recruiter and moved to an OA team must follow the guidance in paragraph [A6.2.1.2.](#) Exceptions on a case-by-case basis may be submitted in accordance with paragraph [A6.6.](#)

A6.2.3.3. If the team achieves the criteria for the Senior Recruiter Badge, recruiters on the team may be nominated for HQ AFRS individual awards. (Exception to policy requests are required for recruiters who join the team during the production year.)

A6.2.3.4. If the OA team uses mini-team goaling, the mini-team must achieve 115 percent overall and achieve 100 percent in all of the following programs for which they are goaled: MC, NC, DC, BSC, and overall OTS.

A6.2.3.4.1. The mini-team must also achieve a minimum of 100 percent in one of one if only goaled one, or at one of two if only two goaled, or two of three if three goaled, or three of four if four goaled of the following OTS programs: navigator, minority, technical, and critical technical.

A6.2.3.4.2. The mini-team must also achieve a minimum of 100 percent in one of one if only goaled one, or at one of two if only two goaled, or two of three if only three goaled, or three of four if four goaled of the following programs: nurse specialist, MSC, medical HSPS, and dental HPSP.

A6.2.3.4.3. The OA flight chief for teams using mini-teams must meet the same criteria as OA teams under the full team concept to be eligible for a Senior Recruiter Badge.

**A6.3. Senior Recruiter Rings.** Effective with the FY98 competition year, recruiters earning their fourth or higher Senior Recruiter Badge will also be awarded a Senior Recruiter Ring. Groups may establish procedures for recruiters earning their fourth badge in prior FYs to purchase rings at their own expense.

**A6.4. Goal Allocation.** Squadron commanders will ensure the integrity of their goal allocation process is maintained. Do not give or trade reservation credit from one recruiter or flight to another.

**A6.5. Ineligibility.** Recruiting personnel not specifically mentioned in paragraphs [A6.2.1.](#) through [A6.2.3.](#) are ineligible for the Senior Recruiter Badge.

**A6.6. Senior Recruiter Badge Exceptions.** On occasion, production recruiters or supervisors may not have met the requirements for the Senior Recruiter Badge. Squadron commanders may request an exception (where not otherwise prohibited) for truly deserving individuals by sending a memorandum of justification to HQ AFRS/RSOT, to arrive within 5 work days of the end of the fiscal year. HQ AETC/RSO has the authority to approve all exceptions for the Senior Recruiter Badge. If an exception is requested, include all goals and accessions (if an OA recruiter, also include quarterly application expectations and accomplishments). Also include any extenuating circumstances.

**A6.7. Out-of-Cycle Senior Recruiter Badges.** All production recruiters on an initial tour of duty are authorized award of the Senior Recruiter Badge (out of cycle), if otherwise eligible, when they complete 12 full months on goal. When a recruiter earns the Senior Recruiter Badge out of cycle, he or she retains the badge until the end of the FY in which he or she becomes eligible for the next year's badge.

A6.7.1. For an out-of-cycle senior recruiter to earn a subsequent year Senior Recruiter Badge, if otherwise eligible, he or she must have 21 months of consecutive production goals at the end of his or her first full competition year.

A6.7.1.1. The following is an example of a recruiter with less than 21 months on full goal at the completion of his or her first full competition year (not eligible for a second year badge):

Date Assigned	Production	Status
1 Feb 95 - 31 Jan 96 (12 months)	115 percent or better	Earns Senior Recruiter Badge (out of cycle).

1 Feb 95 - 30 Sep 96 (20 months)	115 percent or better	Retains Senior Recruiter Badge, but is not eligible for subsequent year badge due to less than 21 months on production.
1 Feb 95 - 30 Sep 96 (20 months)	114 percent or less	Retains Senior Recruiter Badge; has only worn the badge for 8 months at this point, and wears until the end of the current FY.
1 Feb 95 - 30 Sep 97 (32 months)	115 percent or better	Earns second year Senior Recruiter Badge.
	114 percent or less	Removes Senior Recruiting Badge.

A6.7.1.2. The following is an example of a recruiter with 21 months on full goal at the completion of his or her first full competition year (eligible for a second year badge):

Date Assigned	Production	Status
1 Jan 96 - 31 Dec 96 (12 months)	115 percent or better	Earns Senior Recruiter Badge (out of cycle).
1 Jan 96 - 30 Sep 97 (21 months)	115 percent or better	Earns second year Senior Recruiter Badge.

A6.7.2. For a production flight chief to receive the subsequent year Senior Recruiter Badge, he or she must have met the requirements of paragraph A6.2.2. and must have completed at least 21 consecutive months as a production flight chief by the last day of the last month of the FY for which the award is to be presented. For example, a recruiter takes over as flight chief in January. At the end of his or her first 12 consecutive months, if the flight met the requirements of paragraph A6.2.2., the flight chief is entitled to receive the basic Senior Recruiter Badge (out of cycle). At the end of the following FY, he or she is entitled to receive the next year Senior Recruiter Badge if the requirements are also met for that FY.

A6.7.3. A recruiter who earns the Senior Recruiter Badge during his or her last full year on production prior to progressing to a support function is authorized to wear the last badge earned for the entire time assigned to support functions. For example, if recruiter earned a third Senior Recruiter Badge at the end of FY 96 and was then reassigned to a squadron operations position in June 1997, the recruiter is authorized continued wear of the badge. When a recruiter currently wearing the Senior Recruiter Badge while assigned to a support function is returned to a production job, the recruiter continues to wear the Senior Recruiter Badge until he or she is eligible to earn it again. For example, a squadron operations NCO wearing the Senior Recruiting Badge takes over as a flight chief in January. He or she wears the Senior Recruiter Badge for the initial 12 months of reassignment. At the end of the 12th consecutive month, if the flight met the criteria, the flight chief would continue to wear the Senior Recruiter Badge. If the flight did not meet the criteria, the Senior Recruiter Badge would be removed.

#### **A6.8. Master Recruiter Badge:**

A6.8.1. Each squadron commander awards one Master Recruiter Badge. Only recruiters awarded the Senior Recruiter Badge during that FY are eligible to receive this award. Selection is at the discretion of the squadron commander, subject to the group commander's review. Selection criteria must be established in the squadron awards directive and must conform to the minimum requirements in this

instruction. A Master Recruiter Badge counts for a Senior Recruiter Badge numbered star for future awards.

A6.8.2. If the Master Recruiter Badge is the last badge earned prior to a recruiter moving to a support position, the recruiter will wear the Master Badge for 12 months and then revert to the appropriate Senior Recruiter Badge.

A6.8.3. Effective with the FY98 competition year, all Master Recruiter Badge winners will be awarded a Master Recruiter Ring. Groups may establish procedures for recruiters earning their Master Recruiter Badges in prior FYs to purchase rings at their own expense.

**A6.9. Wear of Badges.** Recruiters awarded the Senior or Master Recruiter Badge, regardless of later position assignment, may wear the badge for 12 months after presentation or until the end of the FY in which they would become eligible for award of the badge again. Recruiter will return damaged badges to squadron operations for replacement on a one-for-one basis. Squadron operations will coordinate with group RST for replacements.

A6.9.1. The Senior Recruiter Badge will have a number in the star in the upper portion of the badge. Numbering on the Senior Recruiter Badge is cumulative and reflects the total number of times an individual has earned the badge. For example, an individual wearing the badge with the number "2" is reassigned to a nongoaled position for a period of time; then he or she returns to a production position and earns the badge again. The number worn on the badge would be a "3." The squadron's Rookie Recruiter will wear the letter "R" instead of the number "1."

A6.9.2. Individuals awarded the Senior or Master Recruiter Badge also receive AETC Form 1323, **Senior Recruiter Badge Certificate**, or AETC Form 1324, **Master Recruiter Badge Certificate**, as appropriate. Each group operations will forward a validated, completed list, with full name, grade squadron, and number of badges earned for their nominees to HQ AFRS/RSOT within 5 work days of the end of the FY. Present certificates and badges at the same time. Present out-of-cycle certificates and badges at an appropriate ceremony within 90 days of the recruiter earning the badge.

**A6.10. Removal From Senior or Master Recruiter Status.** Once status is obtained, the Recruiting Service commander may remove a recruiter from senior or master recruiter status. This authority is delegated to group commanders when, in their opinion, removal would clearly be in the best interest of Recruiting Service. If this action is necessary, notify AFRS/CVI by close of business of the next scheduled duty day.

**A6.11. Requests for Badges and Rings:**

A6.11.1. Each group RST must order projected requirements for Senior Recruiter Badges, numbered stars, and Master Recruiter Badges through their appropriate supplier. **NOTE:** Rings will be ordered from a supplier established by HQ AFRS and will be presented to recipients as soon as possible after receipt.

A6.11.2. Squadron commanders send written requests for badges to their group commander within 5 work days after the end of the FY or at the end of the initial 12 months. Each group operations branch will validate production data based on Recruiting Service criteria and will forward badges to the requesting squadron. Commanders have "disapproval for cause" authority when, in their opinion, awarding a badge would discredit the Air Force and Recruiting Service.

**NOTE:** This report requirement is exempt from RCS reporting per AFI 37-124, The Information Collections and Reports Program; Controlling Internal, Public, and Air Force Information Collections.

## Attachment 7

## SAMPLE AF FORM 1206, NOMINATION FOR AWARD

NOMINATION FOR AWARD																		
AWARD Name of Award	CATEGORY SQ or Individual	AWARD PERIOD MO - MO YR																
RANK/NAME OF NOMINEE (Last, First, Middle Initial) Self-Explanatory		SSN 000-00-0000																
DAFSC/DUTY TITLE Self-Explanatory																		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS Self-Explanatory																	
BASE/STATE/ZIP CODE Self-Explanatory	TELEPHONE (DSN & Commercial) Self-Explanatory																	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Self-Explanatory																		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)																		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (15 POINTS):</b> Provide the nominee's leadership and job performance in primary duty (for example, production stats and other related information) including the developing of new techniques and how they contributed significantly to increased mission effectiveness during the period for which nominated. Include what applies:</p> <table border="1"> <thead> <tr> <th>PROGRAM</th> <th>GOAL</th> <th>ACCESSIONS</th> <th>PERCENTAGE</th> </tr> </thead> <tbody> <tr> <td colspan="4">NET/RES</td> </tr> <tr> <td colspan="4">ROTC</td> </tr> <tr> <td colspan="4">OA PROGRAMS</td> </tr> </tbody> </table> <p><b>SIGNIFICANT SELF-IMPROVEMENT (10 POINTS):</b> Show the nominee's improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the period for which nominated.</p> <p><b>LEADERSHIP QUALITIES (SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITIES) (5 POINTS):</b> List the items that the nominee contributed tangible or intangible to the military or civilian community's welfare, morale, or status during the period for which nominated.</p> <p><b>OTHER ACCOMPLISHMENTS (5 POINTS):</b> The nature and results of the nominee's other accomplishments must set him or her apart from others within the category of award.</p>			PROGRAM	GOAL	ACCESSIONS	PERCENTAGE	NET/RES				ROTC				OA PROGRAMS			
PROGRAM	GOAL	ACCESSIONS	PERCENTAGE															
NET/RES																		
ROTC																		
OA PROGRAMS																		